



CITY OF HIGHLAND PARK
SPECIAL EVENT
APPLICATION

THE APPLICATION MUST BE COMPLETED AND RETURNED **60 DAYS** PRIOR TO AN EVENT. RETURN APPLICATION TO:

CITY MANAGER'S OFFICE
CITY OF HIGHLAND PARK
1707 ST. JOHNS AVENUE
HIGHLAND PARK, IL 60035

When the completed application is received, it will be forwarded to all necessary City Departments for review and approval.

Should further information be necessary, or if an event requires City services, you will be contacted by the City Manager's Office prior to the event

HIGHLAND PARK SPECIAL EVENT APPLICATION GUIDELINES

PROCEDURE:

1. All requests will be directed to the City Manager's Office at City Hall to the attention of the Special Events Division.
2. An application must be completed by the Event Coordinator and returned 60 days prior to the event.
3. Applications are available in the City Manager's Office at City Hall, Monday through Friday, between 8:00 a.m. to 5:00 p.m. or on-line at www.cityhpil.com.
4. An organization requesting approval to conduct a Special Event will be required to furnish the following:
 - a. A completed Hold Harmless Agreement
 - b. A Certificate of Insurance naming the City of Highland Park as an additional insured in the amount of \$2,000,000
 - c. A statement naming a surety that will issue its bond in favor of the City in the amount of \$10,000, in a form approved by the Corporation Counsel, in order to guarantee cleanup and reimbursement for all City personnel and associated costs following the Special Event.
 - d. A list of Partners or Officers and Directors of the organization conducting the event, including names, addresses, birthdates, and driver's license numbers.
 - e. A copy of the Articles of Incorporation from the Illinois Secretary of State's Office showing that the sponsoring organization is a not-for-profit (if applicable).
5. Special Event Applications are reviewed in accordance with the standards and procedures set forth in Section 118.610 of the City Code, which can be found at <http://www.cityhpil.com/government/ordinances.html>. Factors that will be considered include, without limitation: impact on traffic; police and fire protection; noise; and public safety.

Any application(s) requiring the use or closure of City streets or other public infrastructure will be forwarded to the City Council for final consideration.



CITY OF HIGHLAND PARK
Highland Park, Illinois 60035 • (847) 432-0800

Date Application Received: _____ Staff: _____
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SPECIAL EVENT PERMIT APPLICATION

Please Type or Print _____ Non-Refundable Fee \$60.00

GENERAL INFORMATION

1. Name of Applicant Conducting Event: _____
2. Address of Applicant: _____
3. Telephone Number of Applicant: _____
day evening
4. Name of Designated Event Manager: _____
Address: _____
Telephone: _____ E-mail: _____
Date of Birth: _____ Driver's License No.: _____

EVENT INFORMATION

5. Name of Event: _____
6. Date(s) of Event: _____
7. Event Starting and Ending Time(s) including Set-up and Dismantling:

8. Location of Event and, if applicable, Route (*Enclose Site Plan or Route Map*):

9. Brief Description of Event: _____

10. Will event require a street/sidewalk to be blocked? _____ Yes _____ No

If yes, please describe: _____

11. Will food be sold at this event? _____ Yes _____ No

12. Will alcohol be sold? _____ Yes _____ No

13. Will the event provide for vendors selling products? _____ Yes _____ No

If yes, Event Manager will provide a list of goods to be sold, vendors who will be participating and a map of the event layout, including vendor booths with numbers prior as separate attachments.

14. Number of Vendors: _____

15. Indicate services or equipment required from the City: _____

16. Indicate provisions for First Aid and Emergency Medical Services: _____

17. Indicate how traffic and pedestrian circulation will be handled: _____

18. Number of persons scheduled to monitor and facilitate the event, including participant control and direction:

19. Estimated number of participants or attendance: _____

How was this number determined? _____

20. Number and location of portable sanitation facilities: _____

If portable toilets will be provided for the Event, please provide name of Vendor and contact information.

21. *If the Applicant is a partnership*, please provide the names, address, birthdates, and driver's license numbers of those intended to share in the profits on a separate attachment.
If the Applicant is a corporation, please attach a copy of the articles of incorporation, and names, addresses, birthdates, and driver's license numbers of all officers and directors on a separate attachment.
If the Applicant is a not-for-profit, tax-exempt corporation, please attach a copy of the articles of incorporation, a list with names, addresses, birthdates, and driver's license numbers of all officers and directors on a separate attachment, and a copy of tax exempt letter.

List of Partners or Officers/Directors attached: YES _____ N/A _____

Copy of Articles of Incorporation attached: YES _____ N/A _____

Tax-Exempt Letter attached: YES _____ N/A _____

22. The Applicant must provide the City of Highland Park with a Certificate of Insurance in the amount of \$2,000,000 naming the City of Highland Park as an additional insured for the Special Event.
23. The Applicant must execute a Hold Harmless Agreement, in the form attached, to indemnify and hold harmless the City of Highland Park and its officers, agents and employees from all losses, damages, injuries, claims, demands and expense arising out of the operation of the Special Event.
24. The Applicant must provide a statement on a separate attachment naming a surety that will issue its bond in favor of the City in the amount of \$10,000, in a form approved by the Corporation Counsel, in order to guarantee clean-up following the Special Event.
25. Has a similar permit been granted by the City or any other municipality in Illinois to the Event Manager and/or the Applicant within the past two years?

YES _____ NO _____

Has any Illinois municipality has ever revoked or refused to issue or renew such a permit, either to the Event Manager or the Applicant?

YES _____ NO _____

26. Has the Event Manager and/or the Applicant has ever been convicted of a felony?

YES _____ NO _____

If yes, what was the nature of the offense and the punishment or penalty assessed?

State of Illinois)
) SS.
County of Lake)

The undersigned, being first duly sworn, an oath deposes and says that he/she has read the foregoing application and knows the contents thereof, and that the matters and things therein contained are true to the best of his/her knowledge, information and belief.

Signature

Date

I AGREE THAT ALL ANTICIPATED CITY EXPENSES IN CONNECTION WITH THIS EVENT WILL BE PAID EITHER WITH REGARD TO HOURLY OVERTIME RATES OR RENTAL RATES.

SIGNATURE OF APPLICANT: _____

DATE: _____

SPECIAL EVENT HOLD HARMLESS AGREEMENT

(Applicant)

In consideration of the City of Highland Park ("*City*") granting a Special Event Permit to _____, operating at _____
_____ ("*Applicant*"), to allow the _____
_____ ("*Event*")¹, scheduled to occur on _____, _____ between
_____ a.m./p.m. and _____ a.m./p.m., at _____
_____ ("*Location*")², and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Applicant hereby agrees as follows:

Waiver and Release of Claims for Injury

The Applicant shall, and does hereby, waive, release, and relinquish all claims of every kind, known and unknown, present and future, that the Applicant may have against the City and its officers, agents, servants, and employees, arising out of, connected with or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

Indemnity and Defense

The Applicant shall, and does hereby, indemnify, hold harmless, and defend the City and its officers, agents, servants, attorneys, and employees from and against any and all claims of every kind, known and unknown, present and future, that the Applicant may have arising out of, connected with, or in any way related to the Event or the Applicant's participation therein or operation thereof, or as a result of the condition, maintenance, and use of the public property involved in the Event.

The Applicant has read and fully understands this document and executes it of the Applicant's own free will and without any reservation whatsoever.

Dated this _____ day of _____, 20____.

Applicant Signature

Applicant Name (printed)

Attest

¹ Any Block Party, Not-for-Profit Special Event, or Commercial Special Event approved by the City.
² If necessary, please attach additional information regarding the Location.